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MEMORANDUM FOR: All Building Evacuation Officers 20 March 1952

SUBJECT : Development of Part II -- CIA Building Emergency Plan

1. The purpose of the CIA Building Emergency Plan is to organize and develop a procedure for the protection of personnel, valuable information and government property in case of fire or air raid. The Building Emergency Plan consists of two parts as follows:

Part I - Evacuation of CIA Buildings in the Washington area because of fire, natural disaster or any other emergency requiring personnel to be evacuated from buildings. (Memorandum to All Assistant Directors, All Assistants to Deputy for Administration and All Chiefs, Administrative Offices, dated 19 December 1950.)

Part II - Action to be taken by CIA personnel in case of air raid.

With the exception of newly acquired locations, buildings now have Part I of the Building Emergency Plan sufficiently organized to proceed to the development of Part II.

2. Building Evacuation Officers and Assistants will also serve as Building Air Raid Wardens and will organize personnel in their respective buildings into teams as outlined later. Forces within each building must be organized to provide for the orderly movement of the occupants to designated shelter areas, to control the tendency toward panic and confusion that will result from eminent emergency and to provide the maximum degree of self-protection and self-assistance following a disaster. This is your responsibility; you will be in complete charge of your building when a disaster occurs and all personnel must be instructed and trained to follow your leadership and that of the subordinate workers in your Warden Organization.

3. Among other things you should select your subordinates with consideration of their qualifications for the job that you assign them. You should outline in detail the duties and responsibilities of each and thoroughly instruct and drill them. You should determine a plan, along the lines of the attached sample, for the movement of your building occupants to the shelter areas and thoroughly instruct and drill each of them in the what, when, where and how of evacuation procedure. You should see that each member of your Warden Organization receives fire fighting training, first aid and rescue procedures and any other special training required by their assignments. This training will be conducted through the cooperation of the Public Buildings Service, Captain of the Guard in General Services Administration and CIA Medical Office and will be scheduled at a later date when Building Warden Organizations are established and Building Emergency Plans are completed.

4. This is a considerable and difficult responsibility. It is a responsibility that cannot be taken lightly. Furthermore, it is in addition to your regular duties. You may call on and expect assistance from your Agency Safety Officer as well as the Agency Emergency Planning Officer who has the responsibility of coordinating the CIA Emergency activities with those of the local and Federal Civil Defense agencies. The completion of our organization, the development of our operational plan and the training of our personnel should afford greater protection and reduce casualties to a minimum if a disaster occurs.

5. The attached information is for your guidance in developing the plan for your building. This information is by no means meant to be the absolute solution to your Building Emergency Plan nor is it expected to be a guarantee of survival in case of atomic attack. It is merely an attempt to guide the individual Building Wardens in the preparation of some plan to offer personnel the maximum amount of protection available at the time, to prevent panic and unnecessary injury, and to care for the injured following a disaster. Ingenuity and plain common sense will be the greatest assets in developing such a plan and the more thorough the planning, the greater the chance of survival will be.

6. For the sake of uniformity and to assure that both parts of the Building Emergency Plan are current, your present Fire and Evacuation Plan will be revised, brought up to date and designated "Fire and Evacuation Plan", Part I of the CIA Building Emergency Plan. Part II will be designated as the "Air Raid Plan". Both plans should follow the general outline of the attached sample, should be prepared on standard 8" x 10 $\frac{1}{2}$ " paper and should be composed of three parts as follows:

- (a) General instructions and duties.
- (b) Assignment of Personnel.
- (c) Building floor plans showing shelter areas, first aid stations, fire fighting equipment, etc. In the case of Part I, designate evacuation routes, exits, fire fighting equipment, etc.

It should be made clear that these plans are to be developed for each individual building, as a whole, and should include all operations within the building. This means complete cooperation of the individual offices or branches within the building in order that the building plans will cover all personnel within the building. All plans should be submitted to the CIA Safety Officer, Room 1412, "I" Building, [REDACTED] for review before being put into effect.

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7. This Plan is intended to cover the action taken by personnel during and immediately following an air attack. Instructions for mobilization and continuing CIA operations will be forthcoming at a later date.

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2 Encls.

1-Guide for Air Raid Plan

2-Information

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